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10/22/62

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MEMORANDUM FOR REGIONAL BUREAU STAFF ASSISTANTS

This is an addendum to the memorandum distributed this morning.

1. The site of the 6:15 p.m. meeting has been shifted to the Main International Conference Room on the first floor. Both meetings, therefore, will be held in the same place. Simultaneous translation will be available in the Conference Room in Spanish, French, Portuguese and Italian.

2. The time of the second meeting has been changed from 8:00 p.m. to 8:15 p.m.

3. The Secretary will be host at the 8:15 p.m. meeting. Invitations to Ambassadors for that briefing should be extended in the Secretary's name.

4. The entry for the 8:15 p.m. meeting will be through the Diplomatic (C Street) Entrance. Therefore, the entry for both meetings will be the Diplomatic Entrance.

5. There will be a meeting at 3:00 p.m. today of all regional bureau staff assistants and all desk officers in the Main International Conference Room to explain the procedural plan for both meetings.

6. The following amplifies and clarifies points included in the earlier memorandum:

- a. Desk officers should escort their Ambassadors from the Diplomatic Entrance to the Main International Conference Room.
- b. There will be a security guard at the entrance of the Main International Conference Room with a list of all invitees. (Note: Regional Bureaus please furnish list to S/S as soon as possible.) The desk officer should tell the security guard the name of the Ambassador he is bringing to the Conference Room.

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- c. Desk officer should then take his Ambassador inside the Conference Room until a representative from Protocol takes over the Ambassador to show him to his seat.
- d. Desk officers should then leave the Conference Room and hold themselves available in the corridor at the termination of the briefing to escort their Ambassadors out through the Diplomatic Entrance.

11/23
William H. Brubeck
Executive Secretary

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